DOCUMENT RESUME

ED 267 204 CE 043 723

TITLE	VOE Stenographic: Scope and Sequence.
INSTITUTION	Nashville - Davidson County Metropolitan Public Schools, Tenn.
SPONS AGENCY	Tennessee State Dept. of Education, Nashville.
PUB DATE	[84]
NOTE	25p.; For related documents, see CE 043 708-742.
PUB TYPE	Guides - Classroom Use - Guides (For Teachers) (052)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	*Articulation (Education); Behavioral Objectives; Business Skills; *Course Content; Course Descriptions; Course Organization; Dictation; Educational Needs; *Educational Objectives; Educational Resources; Entry Workers; Job Skills; Job Training; *Office Occupations Education; Secondary Education; *Secretaries; *Shorthand; Typewriting; Vocational Education

ABSTRACT

This scope and sequence guide, developed for a secretarial vocational education program, represents an initial step in the development of a systemwide articulated curriculum sequence for all vocational programs within the Metropolitan Nashville Public School System. It was developed as a result of needs expressed by teachers, parents, and the business community for sequential structure within the vocational education curriculum. The guide contains an introduction, course description; general course objectives; course content (with specific objectives) in outline format, and a list of resource materials, such as textbooks, curriculum guides, workbooks, practice and simulation sets, and audiovisual aids. This one- or two-year program is designed to develop skills necessary for a beginning secretarial position. Students who complete the course should be able to read and write shorthand at a reasonable rate of speed and to transcribe this information using correct spelling, punctuation, grammar, and composition. Practice in further development of typewriting skills, minimal competence in office machines, filing, telephoning, recordkeeping, editing, meeting and working with people, and other related task areas is included. Advanced students may increase skills by using work projects, practice sets, and/or a model office simulation, as described in the resource listing of the guide. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

TN8413208

VOCATIONAL EDUCATION

VOE STENOGRAPHIC

SCOPE AND SEQUENCE

FD267204

CE043723

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Metropolitan Public Schools

Nashville Davidson County, Tennessee

Charles O. Frazier, Director

SCOPE AND SEQUENCE

FOR

VOE SECRETARIAL

FOREWORD

This scope and sequence guide, developed for the VOE Secretarial Vocational Education program, represents an initial step in the development of a systemwide articulated curriculum sequence for all vocational programs within the Metropolitan Nashville Public School System. It is a direct result of needs expressed by teachers, parents, and the business community for sequential structure within the vocational education curriculum. An articulated vocational curriculum allows a student to move from one level of instruction to the next without repeating learning tasks already mastered, and without experiencing gaps in the presentation of relevant instructional material.

A goal of this curriculum effort is to provide teachers a usable guide based on input from the teachers. The initial step was an identification of course content, with all teachers having an opportunity to contribute. What follows is a publication using the teachers' contributions: a sequential listing of objectives and skills for each program offering.

This guide does not include all specific resource materials that may be used to assist students in acquiring minimum competencies. It is to serve as a guide for the sequence of course content and scope of what is to be taught. This guide content is extremely important and its use is encouraged. The suggested competencies and resource materials allow instructors an opportunity to be creative and resourceful in meeting the needs of individual programs and students.

ACKNOWLEDGEMENT

Recognition and appreciation are extended to the following who worked so diligently in the development of these materials:

The Committee:

Instructors	Schools
Rosa E. Coleman	Pearl-Cohn
Elizabeth S. Kerce	Overton
Millie Washington	Maplewood

Committee Coordinators: Preliminary Committee-Nancy Medaugh-Glencliff
Revision Committee-Bonnie Evans-Whites Creek

Program Area: Kenneth B. Anderson, Coordinator

Editorial Consultant/Design/Layout

Judy Beier - Commerical Art Instructor - Maplewood
Mary Jo Grady - Commercial Art Instructor - Pearl/Cohn
Joy Binkley - Editing
Dr. Jim Lorenz - Third Party Evaluator
Exemplary Project Staff
Vocational Program Coordinators

Printing/Binding/Typesetting/Technical Assistance

Sam White - Printing Instructor - Overton
Jesse Ray - Printing Instructor - Whites Creek
Cleve Yokely - Printing Instructor - Stratford
Kenneth Ford - Manager - Metropolitan Public School Binding
Robert Tucker - Director - Metropolitan Public School Printing Department
Jean Porter - Publications Specialist - Department of Communication and Community Relations
Debbie Fulghum - Typesetter - Department of Communication and Community Relations

INTRODUCTION

Because of the nature of the course and the limitations and variety of equipment, it will be necessary for the students to rotate assignments. The material in this guide is presented in periods of time adaptable for semester scheduling. However, units of work may be adjusted to accomodate the instructional plans of the teacher.

COURSE DESCRIPTION

Students enrolling in VOE Secretarial I must have satisfactorily completed Typewriting I or Introductory VOE.

VOE Secretarial is a one- or two-hour course. In the two-hour course, one hour is devoted to shorthand and one hour to related course work. This one- or two-year program is designed to develop skills necessary for a beginning secretarial position.

Students will be able to accurately read and write symbolically at a reasonable rate of speed and to transcribe this information using correct spelling, punctuation, grammar, and composition. The further development of typewriting skills, minimal competence in office machines, filing, telephoning, recordkeeping, editing, meeting and working with people, and other related task areas will be included.

Advanced students will improve their skills in typewriting, dictation-transcription, and office procedures by using work projects, practice sets, and/or a model office simulation.

GENERAL COURSE OBJECTIVES

1. To develop a strong sense of responsibility and dependability
2. To build in our students a feeling of pride in producing quality work
3. To stress good work habits and promote care and orderly arrangement of equipment and work stations
4. To emphasize the importance of regular attendance and punctuality
5. To provide opportunities and experiences for the development of secretarial and related communication skills and to stress particularly the listening skill
6. To provide frequent opportunities for receiving and following instructions
7. To acquaint students with school and community resources available to help them with personal and vocational problems
8. To develop in students:
   a. Desirable character and personality traits required for business success
   b. A respect for the dignity of work
   c. An understanding and appreciation of our economic system
   d. High ethical business standards
9. To encourage students to keep abreast of new trends and developments in business procedures and equipment
10. To develop secretarial skills to the highest level of the student's individual ability
11. To provide an opportunity for students to acquire the skills and knowledges necessary for entry level competencies or for entrance into a postsecondary or university program

COURSE CONTENT FOR VOE SECRETARIAL I

(First and Second Semesters)

I. Shorthand (one hour daily for 36 weeks)

Specific objectives:

To learn to read previously unseen material from shorthand plates at an acceptable rate
To transcribe a theory test accurately
To transcribe a speedform test accurately
To transcribe in acceptable form material that has been dictated
To write commonly misspelled words accurately

A. Shorthand theory

1. Completes all lessons covering shorthand theory

2. Demonstrates acceptable knowledge of theory

B. Dictation and transcription

1. Writes dictated material at acceptable speeds

2. Transcribes dictated material accurately in a reasonable amount of time

II. Introduction and organization (1 week)

Specific objectives:

To become familiar with the organization of the class
To learn how TOEC/OEA complements the VOE instructional program
To become acquainted with available supplies and equipment
To learn the efficient use of supplies
To demonstrate the proper use of equipment
To become familiar with basic and supplementary materials to be used
To explore secretarial careers in the secretarial cluster
To understand the evaluative criteria for successful performance to tasks
To understand the importance of human relations in the office
To become aware of the social competence required of people working together
To have an opportunity to learn the importance of self-evaluation

II. **Introduction and organization continued:**

A. Classroom organization

B. Tennessee Office Education Club/Office Education Association

1. Understands organization

2. Understands contests

C. Career exploration

1. Explores secretarial employment in local community

2. Completes application forms

3. Discusses appropriate dress

D. Human relations

1. Completes self-appraisal forms

2. Becomes familiar with acceptable grooming for office workers

3. Discusses desirable business behavior

III. **Typewriting (6 weeks)**

Specific objectives:

To review the keyboard and build speed and accuracy on straight copy
To increase speed and accuracy in completing job-related tasks
To learn to set priorities and improve decision-making skills

A. Straight copy typing

1. Reviews basic techniques

2. Types assignments at an acceptable rate

B. Letter styles

1. Reviews basic letter styles

2. Types letters at an acceptable rate

III. **Typewriting (6 weeks)**

C. Rough draft and script copy

1. Reviews rough draft symbols

2. Types assignments and projects

D. Manuscript typing

1. Reviews basic rules of manuscript typing

2. Completes assignments and projects

E. Tabulation problems

1. Reviews calculations for typing tables

2. Completes assignments and projects

F. Special business forms

1. Reviews instructions for typing business forms

2. Completes assignments and projects

IV. **Office machines and reprographics (6 weeks)**

Specific objectives:

To learn to reproduce material in acceptable form
To learn to operate available calculating machines using the touch system
To become familiar with types of duplicating equipment
To learn to operate transcribing equipment

A. Reprographics (Adapted to current, up-to-date equipment)

1. Learns to operate duplicating equipment

2. Prepares materials to be reproduced on available equipment

3. Reproduces prepared materials

B. Office machines

1. Learns to operate calculating machines

2. Completes problems using the four mathematical procedures

IV. **Office machines and reprographics continued:**

C. Transcribing machines

1. Learns mechanical operation of machine

2. Transcribes business correspondence correlating the skills of listening, language arts, and typewriting to produce acceptable communications

V. **Word processing (1 week)**

Specific objectives:

To review basic mathematical computation skills
To become familiar with the vocabulary and a variety of forms used in keeping business records using available computer software whenever possible

A. Selected business-oriented problems

1. Computes percentages

2. Computes discounts and chain discounts

B. Banking

1. Writes checks properly

2. Completes deposit forms properly

3. Reconciles bank statement

C. Wages

1. Computes gross pay

2. Determines net pay

VII. **Filing (6 weeks)**

Specific objectives:

To learn the importance of storing and retrieving material
To become familiar with filing vocabulary

Specific objectives continued:

To learn to index individual and business names
To develop the ability to arrange names in alphabetical order using proper filing rules through the use of computer software when available

A. Indexing rules

1. Reads and discusses rules

2. Indexes personal and business names

B. Alphabetizing rules

1. Reads and dicsusses rules

2. Arranges indexed names in alphabetical order

VIII. Securing data (1 week)

Specific objectives:

To become familiar with a variety of reference sources
To learn to locate material in reference sources quickly
To become knowledgeable in determining when to use various reference sources

A. General reference sources

1. Examines for organization and content

2. Classifies specific information

3. Compares different sources for accuracy of information

B. Specific reference sources

1. Examines for organization and content

2. Classifies specific information

IX. Telephoning (1 week)

Specfic objectives:

To learn the fundamentals of effective telephone communication in business
To become aware of how telephone equipment and services are used in a variety of business situations

Specific objectives continued:

To recognize office procedures and techniques which relate to the use of the telephone in a business concern

A. Telephone manners

1. Completes assignments

2. Demonstrates skill in a simulated situation

B. Telephone procedures

1. Discusses preparations before placing a call

2. Completes assignments

C. Outgoing and incoming calls

1. Makes notes and place appropriate calls

2. Answers incoming calls and disposes of properly

3. Demonstrates skill in a simulated situation

X. **Mailing and shipping (1 week)**

Specific objectives:

To become acquainted with reference sources for postal services governing all classes of mail
To learn how to efficiently utilize appropriate postal services
To become acquainted with alternate shipping services

A. Reference sources governing classes of mail

1. Reads and discusses mail services

2. Completes assignments and projects

B. Alternate shipping services

1. Explores available local services

2. Completes assignments and projects

XI. Communications and Editing (2 weeks)

Specific objectives:

To review the basic principles of grammar and punctuation
To learn how to write effective business communications of all kinds
To learn how to proofread accurately

A. Principles of grammar

1. Reviews basic rules governing parts of speech, punctuation, and spelling
2. Completes exercises on sentence structure, punctuation, and spelling

B. Business communications

1. Examines effectively written business correspondence
2. Completes writing assignments

C. Proofreading

1. Reviews proofreading symbols
2. Completes assignments

XII. Employment (1 week)

Specific objectives:

To be aware of options available in seeking employment
To review correct procedures in completing job application forms
To be aware of acceptable conduct for job interviews
To become acquainted with types of material covered in many employment tests

A. Job leads

1. Examines want ads from local newspaper
2. Lists public and private employment agencies
3. Investigates school placement services

XII. **Employment continued:**

B. Application forms

1. Examines application forms from various sources

2. Completes a variety of application forms

C. Letters of application and resume'

1. Compares different letters of application and resumes'

2. Writes an acceptable letter of application and a resume'

D. Employment tests

1. Takes sample test

2. Evaluates performance on test

E. Interviews

1. Discusses appropriate behavior

2. Participates in actual interview

XIII. **Typewriting Project (6 weeks)**

Specific objectives:

To correlate previously learned skills to realistic situations
To have an opportunity to make decisions, set priorities and carry tasks through to completion

A. Skills review

B. Practice set or project

1. Goes over general instructions

2. Completes tasks

3. Evaluates tasks

COURSE CONTENT FOR VOE SECRETARIAL II

(First and Second Semesters)

I. Shorthand (one hour daily for 36 weeks)

Specific objective:

To develop the ability to transcribe in mailable form, within a reasonable length of time, material that has been dictated at speeds comparable to those used in employment tests

A. Mechanics of grammar and punctuation

1. Reviews basic rules of grammar and punctuation
2. Completes assignments

B. Letter styles

1. Reviews basic letter styles
2. Completes assignments

C. Dictation and transcription

1. Takes dictation at employment speeds
2. Transcribes dictated material accurately in a reasonable length of time

II. Organization (1 week)

Specific objectives:

To become familiar with class purpose, content, and procedures
To determine the present degree of secretarial proficiency

A. Diagnostic tests

1. Completes and evaluates grammar tests
2. Completes and evaluates business vocabulary tests
3. Completes and evaluates mathematics tests

A. Diagnostic tests continued:

4. Completes and evaluates general office skills tests

B. Production skills

1. Completes and evaluates typewriting tests

2. Completes and evaluates calculating machine tests

III. **Typewriting (6 weeks or integrated throughout year)**

Specific objectives:

To review the typing of letter styles, manuscript reports, business forms and tabulated reports
To increase speed and accuracy on all typewritten work
To review and improve the ability to duplicate materials properly

A. Letter styles

B. Manuscripts

C. Business forms

D. Tabulation reports

E. Timed writings

F. Duplicating equipment

IV. **Reference materials (1 week)**

Specific objectives:

To expand skill in using a variety of basic and specialized reference sources
To locate material in reference sources quickly
To use more than one reference source when looking for information to assure material is current
To become knowledgeable in determining when to use various reference sources

A. General reference sources

B. Specialized reference sources

V. **Filing and maintaining records (3 weeks)**

Specific objectives:

To become skilled in the fundamentals of records control through files management, information retrieval, and records protection
To review rules for indexing and alphabetizing personal and business names

A. Records management

1. Learns areas of records management

2. Understands types of files

B. Indexing and alphabetizing

1. Practices procedure for personal names

2. Practices procedure for business names

C. Equipment and supplies

VI. **Business law (1 week)**

Specific objectives:

To encourage and develop an appreciation for the American legal system
To become acquainted with laws that affect our daily lives

A. Nature and kinds of law

B. Contracts

VII. **Oral and written communications (6 weeks)**

Specific objectives:

To improve skill in written communications
To refine skill in operating transcribing equipment
To become familiar with word processing vocabulary and equipment

A. Business correspondence

1. Composes a variety of business letters

2. Typewrites and proofreads material

B. Machine transcription

1. Reviews operation of machine

2. Transcribes assignments accurately

C. Word processing

1. Becomes familiar with formating, editing, form letters, reports and tables

2. Completes assigned tasks

VIII. Word processing (7 weeks)

Specific objectives:

To become more exposed to a working knowledge of word processing vocabulary
To learn how word processing contributes to business operations
To be exposed to several word processing procedures and available word processing equipment

A. Evolution of Word Processing

1. Defines word processing

2. Discusses origin and progress of word processing

B. Word Processing Activities

1. Operates available equipment

2. Practices in text-workbook

3. Completes assigned tasks

IX. Secretarial and payroll accounting (4 weeks)

Specific objectives:

To effectively perform the accounting duties and responsibilities of an office worker
To acquire knowledge and understanding of the methods of data processing
To learn how machines increase efficiency in maintaining business records
To improve the ability to operate available equipment

IX. Secretarial and payroll accounting continued:

To become acquainted with common business forms
To understand the need for accurate and neat records
To gain a background in common business activities

A. Machine review

B. Sales records

C. Cash records

D. Retail store records

E. Payroll records

X. Employment preparation (1 week)

Specific objectives:

To become aware of employment options available
To review job application forms and resumes'
To have the opportunity to take employment tests
To review interview behavior

A. Application forms

B. Employment tests

C. Letters of application and resumes'

D. Job interview

XI. Simulation and/or practice set (6 weeks)

Specific objectives:

To have the opportunity to perform realistic secretarial tasks
To understand the importance of human relations in the office
To have the opportunity to specialize through the use of materials related to career choice

A. Skills overview

B. Office simulation

1. Becomes familiar with office simulation

B. Office simulation continued:

2. Performs tasks

3. Evaluates tasks

RESOURCE MATERIALS

Textbooks

Christensen, Edward L. and Bell, R. Dermont. Century 21 Shorthand: Theory and Practice. Cincinnati: South-Western Publishing Company, 1974.

Crawford, Erickson, Beaumont, Robinson, and Ownby. Century 21 Typewriting, Complete Course, Third Edition. Cincinnati: South-Western Publishing Company, 1982.

Haggblade, Gerle and Oliverio, Mary Ellen. Century 21 Shorthand: Intensive Dictation/Transcription. Cincinnati: South-Western Publishing Company, 1974.

Oliverio, Mary Ellen and Pasewark, William R. Secretarial Office Procedures. Tenth Edition. Cincinnati: South-Western Publishing Company, 1982.

Stoddard, Ted D. Century 21 Shorthand: Advanced Dictation/Transcription. Cincinnati: South-Western Publishing Company, 1975.

Curriculum Guides

Secratarial Cluster Course of Study. Department of Business and Office Education, Metropolitan Nashville Public Schools, 1976.

Workbooks

Cassady, Mona. Word/Information Processing Concepts, Second Edition. Cincinnati: South-Western Publishing Company, 1984.

Guthrie. Alphabetic Indexing, Fourth Edition. Cincinnati: South-Western Publishing Company, 1981.

Meroney, John W. Word Processing Applications in Practice. Cincinnati: South-Western Publishing Company, 1984.

Whalen, Patricia. Basic Skills for the Modern Office. Cincinnati: South-Western Publishing Company, 1984.

Resource Materials continued:

Practice and Simulation Sets

Bassett, Ernest D. and Goodman, David G. Alphabetic Filing Procedures, Second Edition. Cincinnati: South-Western Publishing Company, 1981.

Cornelia, Nicholas and Agnew, Peter L. Machine Office Practice, Second Edition. Cincinnati: South-Western Publishing Company, 1971.

McIntosh, Harriett and Welter, Clyde. Executive Offices of America. Cincinnati: South-Western Publishing Company, 1975.

McIntosh, Harriett and Welter, Clyde W. The Castaways—A Typewriting Simulation. Cincinnati: South-Western Publishing Company, 1982.

Warren, Ann and Radcliff, Bill. Serendipity, Inc., A Flow-of-Work Simulation. Cincinnati: South-Western Publishing Company, 1975.

Audio Visual

Films

Films available through media center are as follow:

Help Wanted: Secretary	BC-5
Rules of the Game	BC-40
Secretary: A Normal Day	BC-37
Mimeographing Techniques	BC-61
The Secretary: Taking Dictation	BC-31
The Secretary: Transcribing	BC-32
Shorthand: See Them Write	BC-23
Take a Letter. . . From A to Z	BC-30
Office Practice: Manners & Customs	BC-4
Office Teamwork	BC-29
Telephone Numbers	BC-56
Your Attitude is Showing	BC-62
It's Really People (Word Processing)	BC-14
Kissing the Girls Goodbye (Word Processing)	BC-11
What's It All About (Word Processing)	BC-10
Worries and Wonders (Word Processing)	BC-12

Films continued:

Fred Meets a Bank	B-9
Typing Skills: Daily Job Techniques	BC-35
What Is a Contract?	BC-36